

SIXTY-FIFTH
ANNUAL REPORT

MECHANICS'
INSTITUTE

SAN FRANCISCO, CAL.

NINETEEN HUNDRED
TWENTY



Sixty-fifth Annual
Report
of the
MECHANICS' INSTITUTE
for the
Year Ending February 29, 1920

MECHANICS' INSTITUTE OFFICERS

BOARD OF TRUSTEES.

Year ending February 29, 1920.

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TIREY L. FORD	Vice-President
JAMES H. LYONS	Recording Secretary
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JOHN H. WOOD Secretary

Mechanics'-Mercantile Library.

FRANCIS B. GRAVES Librarian

MECHANICS' INSTITUTE

Library
and Chess Room
Mechanics' Institute Building
57 Post Street
SAN FRANCISCO, CAL.

The Mechanics'-Mercantile Library now contains over 77,000 volumes.

The Reading Room list of periodicals embraces the titles of over 500 newspapers, magazines, reviews and journals.

Members may withdraw two books at a time, and extra books on payment of 5 cents each.

Books (except new fiction) may be retained for two weeks and then renewed for two weeks longer.

New fiction may be kept one week and is not renewable.

TERMS OF MEMBERSHIP.

Entrance Fee	\$ 1.00
Quarterly Dues (in advance).....	1.50
Life Membership	50.00

Library open 9 a. m. to 10 p. m.

Sundays and Holidays, 11 a. m. to 5 p. m.

Chess Room open daily, 9 a. m. to 10 p. m.

PRESIDENT'S REPORT

SAN FRANCISCO, March 4, 1920.

To the Members of the Mechanics' Institute:

This month marks the end of the sixty-fifth year of the existence of the Mechanics' Institute, and it is with pleasure that I present to you now my annual report.

During the past year the Institute has prospered greatly; our surplus fund has increased to over half of a million dollars, all of which is invested in gilt edged securities under the policy of the Board of Trustees to make investments only in Government, State, County and Municipal bonds, and on improved city real estate; of the latter form of investment the Institute now has some \$50,000. A list of the bonds owned by the Institute, among which you will note \$70,000 in United States Liberty, appears in the Secretary's report. From this report you will also note that the excess cash income receipts during the year have been \$23,066.57 and that there has been invested in securities \$23,331.25, aside from the re-investment of \$35,500 received from mortgage loans paid off and from bonds matured. The receipts from the Library and from the Post Street Building both show a substantial increase.

It is gratifying to know that in addition to the increase in funds the activities of the Institute have also increased. Aside from the usual course of lectures the Board has arranged a series of motion pictures on industry, science, travel and kindred subjects, the first one of which was presented on February 20th. This activity gives every indication of being very popular, and it is the intention of the Board to continue these picture exhibitions as long as the interest continues. The Board has under consideration other activities towards attaining the object of the Institute, which will be presented as soon as developed.

The circulation of books shows an increase over that of last year; 128,480 volumes have been issued for home use as against 101,728 volumes for the preceding year. The Library now contains 77,140 volumes, an increase during the year of 4,421. The membership is now 4,057, an addition of 410.

I am pleased to announce that our fellow-trustee, Major James Spiers, has returned from war service abroad and, having retired from the army and resumed his residence in this city, he is now again active in the affairs of the Institute.

It is with great regret that I refer to the death on April 16, 1919, of Professor Henry Morse Stephens, who had lectured continuously before the members of the Mechanics' Institute since 1903. Professor Stephens' friends in the Institute, and in the University of California, and in private life, desiring to found a memorial to him, have arranged for the erection of the Henry Morse Stephens Memorial Hall on the campus of the University of California, the funds for which are being collected by popular subscription. I take this occasion to thank the members of the Mechanics' Institute for their gratifying response to the request of the Board of Trustees for subscriptions to this most worthy project.

The Board was fortunate in securing Professor David P. Barrows, president of the University of California, for this year's lecture course. Professor Barrows chose as his subject "Post-War Problems and Conditions" and the large attendance at the lectures is indicative of the intense interest taken by our members in this timely subject.

For details of the finances and library work I beg to refer you to the excellent reports of the Secretary and Librarian who deserve special commendation for their faithful efforts.

It is gratifying to me to know that by your votes you have re-elected to the Board those members whose terms of office expire at this time.

BYRON MAUZY, President.

SECRETARY'S REPORT

For the Year Ending February 29, 1920.

San Francisco, March 4, 1920.

To the Board of Trustees of the Mechanics' Institute,
San Francisco.

Gentlemen:—

I have the honor to present herewith financial statement of the Mechanics' Institute for the year ending February 29, 1920:

March 1, 1919	Cash on deposit in various banks.....	\$ 13,212.75
	Cash in contingent funds.....	225.00
	Total Cash.....	\$ 13,437.75

RECEIPTS.

Mechanics' Institute Building — rent collections from March 1, 1919, to March 1, 1920 (including \$12,200 for rent of portion occupied by the Library).....	\$ 47,465.58
Interest, Ernest N. Atkins Memorial Fund.....	30.00
Interest, James Lick Fund	600.00
Interest, Commercial and Savings Accounts	360.38
Interest, Mortgage Receivable Accounts... ..	3,322.19
Interest, Bonds (of which \$787.80 is applied to Bond Premium Account).....	19,329.83
Library and General Administration	
Dues	\$16,236.50
Entrance Fees	965.00
Life Memberships	350.00
Books Paid For	107.21
Fines and Extra Books	1,631.95
Lectures	44.50
	19,335.16

Received for Investments Account—	
Mortgage Loans paid off.....	28,500.00
Bonds Matured	7,000.00
	35,500.00

Total Cash received.....	\$125,943.14
	<u>\$139,380.89</u>

EXPENDITURES.

Mechanics' Institute Building — payments for construction, equipment, etc.....	\$ 68.61
Mechanics' Institute Building — operating expenses from March 1, 1919, to March 1, 1920:	
Pay Roll	\$11,497.95
Taxes	5,981.36
Insurance	609.38
Legal Costs	1.80
Heat	1,852.20
Electric Current	2,161.89
Water	180.87
Window Cleaning	360.00
Supplies	913.17
Repairs	721.83
General Expense	216.39
	24,496.84

Accrued Bond Interest Paid.....	408.50
Bond Premiums Paid	876.81
Interest Payable	61.20
Taxes, Outside Lands	26.62
Library and General Administration:	
Books, Binding and Periodicals.....	\$10,311.44
Furniture	365.64
General Expense	2,003.03
Insurance	546.06
Legal Expense	250.00
Lectures	1,096.53
Printing and Stationery.....	648.03
Salaries	13,606.45
Supplies	159.24
Taxes	31.57
Monthly Bulletin	220.00
Rent of Library Rooms	12,200.00
	\$ 41,437.99

Total Expense\$ 67,376.57

Transferred to Investments Account:

Reinvestments	\$35,500.00
New Investments	23,331.25

58,831.25

Cash on hand in various banks, Mar. 1, 1920..	\$12,948.07
Cash on hand in contingent funds.....	225.00

Total Cash 13,173.07

\$139,380.89

SUMMARY.

Cash on hand, March 1, 1919.....	\$13,437.75
Total Income Receipts.....	\$90,443.14
Total Expense	<u>67,376.57</u>
Excess Cash Receipts.....	23,066.57
Received from Mortgage Loans paid off.....	\$28,500.00
Received from Bonds matured.....	<u>7,000.00</u>
	<u>35,500.00</u>
	<u>\$ 72,004.32</u>

DISTRIBUTION.

Cash in various banks, March 1, 1920.....	\$12,948.07
Cash in contingent funds.....	<u>225.00</u>
Total Cash	\$ 13,173.07
Reinvestment of funds received from Mortgage Loans paid and Bonds matured.....	\$35,500.00
New investments made from surplus.....	<u>23,331.25</u>
	58,831.25
	<u>\$ 72,004.32</u>

The net amount expended since April 18, 1906, on Books, Binding and Periodicals has been.....\$140,834.92

The amount paid out for construction, equipment, etc., of the Post Street Building has been.....\$353,923.78

Insurance is carried as follows:

Books	\$ 50,700.00
Furniture	7,500.00
Post Street Building.....	265,000.00

The Resources of the Mechanics' Institute are as follows:

Post Street lot covered by Mechanics' Institute Building.
 Seven lots in People's Homestead Tract A (unimproved).
 First mortgages for \$50,200.00 on San Francisco Real Estate.
 290 \$1000.00 5% City Hall Bonds of the City and County of San Francisco, standing on our books for \$307,558.36.
 2 \$1000.00 5% Fire Protection Bonds of the City and County of San Francisco, standing on our books for \$2,023.20.
 5 \$1000.00 4½% Geary Street Railways Bonds of the City and County of San Francisco, standing on our books for \$5,000.00.

10 \$1000.00 5% Municipal Railways Bonds of the City and County of San Francisco, standing on our books for \$10,227.00.
 6 \$100.00 5% Municipal Railways Bonds of the City and County of San Francisco, standing on our books for \$656.95.
 4 \$1000.0 4½% Water Bonds of the City and County of San Francisco, standing on our books for \$4,137.79.
 7 \$1000.00 4½% New Levee Bonds of the City of Sacramento, Cal., standing on our books for \$7,200.50.
 5 \$1000.00 5% Municipal Improvement Bonds of the City of Richmond, Cal., standing on our books for \$5,223.50.
 5 \$1000.00 5% School District Bonds of the City of Richmond, Cal., standing on our books for \$5,330.75.
 5 \$1000.00 5% Municipal Improvement Bonds of the City of Santa Barbara, Cal., standing on our books for \$5,148.50.
 20 \$1000.00 5% Fresno County Bonds, standing on our books for \$20,643.61.
 5 \$1000.00 5% Merced County Bonds, standing on our books for \$5,155.75.
 5 \$1000.00 4½% California State University Building Bonds, standing on our books for \$5,069.07.
 55 \$1000.00 4¼% United States Liberty Bonds, standing on our books for \$55,000.00.
 15 \$1000.00 4¾% United States Victory Bonds, standing on our books for \$15,000.00.
 Cash in various banks, \$13,173.07.
 Books, Furniture and Equipment of the Library.

Respectfully submitted,

JOHN H. WOOD, Secretary.

LIBRARIAN'S REPORT

San Francisco, March 4, 1920.

To the President and Board of Trustees, Mechanics' Institute.

Gentlemen: I herewith submit the Sixty-fifth Annual Report of the Library for the year ending February 29, 1920.

Membership.

March 1, 1919	3647
New Members—Life	7
New Members—Subscribing	966 973

Withdrawn—	
Honorary (deceased)	2
Life (deceased)	15
Subscribing	400
Dropped for non-payment of dues.....	146 563 410

Membership February 29, 1920..... 4057
Of which there are 3 Honorary, 646 Life, and 3408 Subscribing Members.

Books.

Number of volumes listed March 1, 1919.....	73,128
Added by purchase	3,117
Added by gift	422
Added by binding	882 4,421

	77,549
Number of volumes lost and paid for.....	35
Loss by cancelled membership.....	21
Donated to Naval Training Station at Yerba Buena Island	200
Donated to Letterman Hospital	100
Discarded	53 409

Number of volumes listed March 1, 1920..... 77,140

Binding.

882 volumes of periodicals and newspapers were bound during the year at a cost of \$1616.05, and 872 books were rebound at a cost of \$726.05. 4099 volumes were repaired in the Library.

Gifts.

422 bound volumes and 4116 items consisting of pamphlets, serials and newspapers were donated to the Library during the year.

Annual Tabulation of Accessions.

	Purchase	Cost	Gift	Binding	Cost	Total
General Works	88	\$419.71	38	178	\$415.45	304
Philosophy	48	85.85	7	4	7.00	59
Religion	30	79.01	..	3	5.50	33
Sociology	150	309.35	126	83	134.35	359
Science	129	328.74	25	56	108.60	210
Useful Arts	470	1173.69	156	250	537.40	876
Fine Arts	131	321.56	10	88	161.40	229
Literature	239	386.29	7	20	33.65	266
Foreign Literature	2	1.77	7	124	88.45	133
Travel	91	256.74	2	47	78.35	140
Biography	103	234.89	7	5	5.75	115
History	216	477.15	28	23	39.45	267
Fiction	1407	1858.89	8	1	.70	1416
Children's Books	13	14.31	1	..		14
	3117	\$5947.95	422	882	\$1616.05	4421

Circulation.

There were issued for home use 128,480 volumes, an average of 10,706 volumes per month, an increase of 26,752 volumes over the preceding year.

Table of Circulation Statistics.

General works	123	German	887
Philosophy	2,094	French	1,126
Religion	783	Spanish	264
Sociology	1,175	Travel	3,123
Science	1,721	Biography	2,807
Useful Arts	6,198	History	2,835
Fine Arts	2,762	Fiction	91,230
Music	177	Children's Books	2,411
Literature	5,941	Periodicals	1,823

Total..... 128,480

Fiction, 91,230 vols., 71 per cent.

Children's books, 2,411 vols., 2 per cent.

Non-fiction, 33,839 vols., 27 per cent.

Respectfully submitted,

FRANCIS B. GRAVES,

Librarian.

APPENDIX

Year Ending March 1st	Membership	Subscribing	Life and Honorary	Volumes in Library	Circulation
1920	4057	3408	649	77140	128480
1919	3647	2994	653	73128	101728
1918	3725	3135	590	70055	118159
1917	3742	3144	598	65875	132721
1916	3599	2982	617	63672	127866
1915	3488	2862	626	56740	131687
1914	3341	2709	632	50776	125650
1913	3498	2855	643	44527	118998
1912	3304	2660	644	39266	110194
1911	3036	2385	651	35392	88753
1910	2362	1717	645	32186	71741
1909	2680	2034	646	28324	83042
1908	2763	2120	643	24179	
1907	3377	2726	651	17850	
April 18, 1906	4150		...		

MECHANICS' INSTITUTE PUBLICATIONS.

In Print.

Annual Reports, 1907 to date.

List of books on architecture. August, 1913.

List of books on building and building materials. December, 1913.

List of books on electrical engineering. June, 1916.

List of books on petroleum. January, 1917.

List of books on aeronautics and military and naval engineering.
January, 1918.

List of books added during 1914, 1915, 1916, 1917, 1918.